

**SYSTEM OF VA HUMAN RESOURCES MANAGEMENT DIRECTIVES AND HANDBOOKS
GENERAL INTRODUCTION AND ADMINISTRATION**

1. REASON FOR ISSUE: To update Department of Veterans Affairs (VA) procedures regarding human resources programs.

2. SUMMARY OF CONTENTS/MAJOR CHANGES: This handbook contains mandatory procedures for establishing, revising, managing and distributing Human Resources Management directives and handbooks under the VA Directives Management System. The pages in this handbook replace the corresponding page numbers in VA Handbook 5001. These changes will be incorporated into the electronic version of VA Handbook 5001 that is maintained on the [Office of Human Resources Management Web site](#). Significant changes include:

- a. References to the Shared Service Center have been deleted.
- b. The Recruitment Bulletin Report is no longer required due to the availability of electronic and local sources for similar information.
- c. The following annual reports have been added: Federal Employee Assistance Programs; Student Loan Repayment Program; Recruitment, Relocation and Retention Incentives; Self-Evaluation of Human Resources Management; Telework; and Nurse Staffing.

3. RESPONSIBLE OFFICE: The Compensation and Classification Service (055), Office of the Deputy Assistant Secretary for Human Resources Management.

4. RELATED DIRECTIVE: VA Directive 5001, "General Introduction and Administration."

5. RESCISSIONS: None.

CERTIFIED BY:

**BY DIRECTION OF THE SECRETARY
OF VETERANS AFFAIRS**

/s/Robert T. Howard
Assistant Secretary for the
Office of Information and Technology

/s/Paul J. Hutter
Executive in Charge of the
Office of Human Resources and Administration

ELECTRONIC DISTRIBUTION ONLY

b. Administration Heads, Assistant Secretaries, and Other Key Officials have authority and responsibility for the conduct of the field human resources management program for their respective elements. The Deputy Assistant Secretary for Human Resources Management [] advises and assists these officials in carrying out this responsibility.

c. VA's organization for human resources management provides that most human resources management functions are to be performed at the facility level. Consistent with this concept, field facility heads have the authority and the responsibility for the management of the human resources management program in their respective facilities. For certain key field positions, approval of employment and classification actions affecting such positions is retained by the Secretary, Administration Heads, Assistant Secretaries, or Other Key Officials.

d. The human resources management functions at the field facilities are administered for the field facility Director by the Human Resources Management Officer (HRMO). Specific responsibilities include:

(1) Advising management and operating officials on human resources management policies, practices, and functions.

(2) Providing leadership in maintaining effective relations with labor organizations, community relations and contacts with schools and universities regarding employment matters.

(3) Keeping management advised on changing concepts in human resources management which tend to make employees more effective and productive members of the organization.

(4) Planning, organizing and conducting the human resources management program within the framework of applicable laws, regulations, instructions, and agency policies and standards.

8. DELEGATIONS OF AUTHORITY

a. General

(1) Specific delegations of human resources management authority are set forth in the HR Directives/Handbooks 5001-5027.

(2) Delegations of authority contained in this directive/handbook do not divest a higher line official of overall responsibility in accordance with the VA plan of organization.

(3) In exercising delegated authority, officials concerned will be governed by applicable provisions of law, rules and regulations, and VA policies and procedures with particular reference to the instructions and procedures set forth in this set of HR directives and handbooks.

(4) Officials to whom human resources management authority is delegated may temporarily place such further conditions or limitations on the exercise of the authorities delegated to subordinates as appropriate. Any official invoking this authority will immediately request confirmation of the action from the next higher level of supervision. Such requests will indicate the nature and extent of the limitation and full justification [].

PART II

(5) [Officials] to whom [human resources management] authority is delegated shall not re-delegate any part of such authority to other [officials] except as specifically provided.

(6) All human resources management authorities, whether specifically contained in this system of directives and handbooks or other parts of this system, delegated to a Deputy Assistant Secretary/Other Key Official under the jurisdiction of an Assistant Secretary may be assumed by the Assistant Secretary. Specific human resources management authorities (i.e., selections, discipline and adverse actions, incentive awards, etc.) may be centralized to the Assistant Secretaries for elements under their jurisdiction through appropriate issuances.

(7) The [Human Resources Management Officer] is delegated appointing authority, authority to process and authenticate notifications of personnel actions, and authority to effect management-approved employment actions on behalf of officials, employees and facilities for which service is provided. This authority is accompanied by the responsibility for completing appropriate review and certifying that personnel actions are legal and proper. These authorities do not infringe on the management rights of VA officials who initiate and/or approve personnel actions.

b. Prior Approval Authority for Centralized Positions

(1) Personnel actions involving positions listed in appendix A of this part require the prior approval of the Secretary or Deputy Secretary.

(2) Personnel actions involving positions centralized to the Under Secretaries for Health, Benefits, and Memorial Affairs may be found in appendices B, C and D, respectively, of this part.

(3) Personnel actions involving positions centralized to an Assistant Secretary or Other Key Official require the prior approval of that official or designee. Personnel actions involving Canteen Service positions centralized to a field director, Veterans Canteen Service, require the prior approval of the Field Director.

(4) In accordance with Department policy of maximum decentralization of authority and responsibility consistent with efficient and economical operations, positions centralized to an Administration, Assistant Secretary, or Other Key Official will be limited to those key positions which, in the judgment of the Administration Head, Assistant Secretary, or Other Key Official, must receive top level consideration. Administration Heads, Assistant Secretaries, and Other Key Officials will issue lists of all such positions centralized to the Administration, Assistant Secretary, or Other Key Official in appropriate supplements to this directive. Excepted Canteen Service positions which are centralized will be listed in Veterans Canteen Service Operating Procedures, VCS-1.

c. Other Delegations of Authority. Except as limited by paragraph 8b above, authority is delegated to officials occupying the positions listed below, and persons properly acting in such positions, to effect appointments, separations (including removals), and other personnel actions for VA positions as specified.

PART III. REPORTS

CONTENTS

PARAGRAPH	PAGE
1. <u>SCOPE</u>	III-1
2. <u>PURPOSE</u>	III-1
3. <u>POLICY</u>	III-1
4. <u>REQUIRED RECURRING REPORTS</u>	III-1
 APPENDICES	
<u>III-A. REQUIRED REPORTS</u>	III-A-1
<u>III-B. [ANNUAL REPORT ON FEDERAL EMPLOYEE ASSISTANCE PROGRAMS]</u>	III-B-1
<u>III-C. ANNUAL REPORT ON TITLE 5 EXPERT AND CONSULTANT APPOINTMENTS</u>	III-C-1
<u>III-D. REPORT ON TITLE 38 SPECIAL SALARY RATE INCREASES COINCIDENT TO GENERAL SCHEDULE ADJUSTMENTS</u>	III-D-1
<u>III-E. ANNUAL ETHICS REPORT</u>	III-E-1
<u>III-F. ANNUAL REPORT ON FEDERAL DRUG-FREE WORKPLACE PROGRAM</u>	III-F-1
<u>III-G. ANNUAL REPORT ON DELEGATION OF PERSONNEL MANAGEMENT AUTHORITIES</u>	III-G-1
<u>III-H. ANNUAL REPORT ON INTERGOVERNMENTAL PERSONNEL ACT MOBILITY ASSIGNMENTS</u>	III-H-1
<u>[III-I. ANNUAL REPORT ON THE STUDENT LOAN REPAYMENT PROGRAM</u>	III-I-1
<u>III-J. ANNUAL REPORT ON RECRUITMENT, RELOCATION AND RETENTION INCENTIVES</u>	III-J-1]

APPENDIX A. REQUIRED REPORTS

RCS/IRCEN	TITLE	FREQUENCY	REFERENCE
[IRCEN 0058-OPM-AN]	[Annual Report on Federal Employee Assistance Programs]	[Annually] (05[1])	Appendix B of this part
IRCEN 0417-OPM-AN	Annual Report on Title 5 Expert and Consultant Appointments	Annually (059)	Appendix C of this part
RCS 05-0827	Report on Title 38 Special Salary Rate Increases Coincident to General Schedule Adjustments	Annually (055)	Appendix D of this part
RCS 02-0884	Annual Ethics Report	Annually (051)	Appendix E of this part
RCS 05-0853	Annual Report on Federal Drug-Free Workplace Program	Annually (051)	Appendix F of this part
RCS 05-0513	Annual Report on Delegation of Personnel Management Authorities	Annually (059)	Appendix G of this part
	Annual Report on Intergovernmental Personnel Act Mobility Assignments	Annually on request (059)	Appendix H of this part
[]	Annual [Report on the Student Loan Repayment Program]	Annually (055)	[Appendix I of this part]
[]	Annual [Report on Recruitment, Relocation, and Retention Incentives]	Annually (055)	[Appendix J of this part]
[]	Annual [Self-Evaluation of Human Resources Management]	Annually [by field station to] (05[4])	[VA Directive 5024]
[]	[Telework Report]	Annually (05[8])	[OPM Request]
[]	[Annual Report on Nurse Staffing]	[Annually] (055)]	[VA Handbook 5007, Part X]

**[APPENDIX B. ANNUAL REPORT ON FEDERAL EMPLOYEE
ASSISTANCE PROGRAMS**

1. PURPOSE. This appendix provides reporting requirements for the Office of Personnel Management (OPM) Annual Report on Federal Employee Assistance Programs.

2. PREPARING OFFICES. The report will be prepared by the Human Resources Management office at each field facility and by the Central Office Human Resources Service. Human Resources Management offices servicing more than one facility will prepare a separate report for each facility.

3. REPORTING REQUIREMENTS

a. The report will be completed on a fiscal year basis. Field facilities and the Central Office Human Resources Service will be notified annually by VA Notice of the due date for the report.

b. Field facilities will be provided with specific information to be reported in advance of the due date to assure timely completion of the report. Information will be reported in the format provided in the VA Notice.

c. Reports will be sent to the Office of Human Resources Management (051).

d. Negative reports are required.

4. INTERAGENCY REPORTS CONTROL NUMBER. Interagency Reports Control Number (IRC�) 0058-OPM-AN is assigned to this report.]

**[APPENDIX I. ANNUAL REPORT ON THE STUDENT
LOAN REPAYMENT PROGRAM**

1. PURPOSE: This appendix provides reporting requirements for the Office of Personnel Management (OPM) Annual Report on the use of the student loan repayment program (see VA Handbook 5007, part IV, chapter 8).

2. PREPARING OFFICES. The report will be prepared by the Human Resources Management office at each facility and by the Central Office Human Resources Service.

a. The report will be completed on a fiscal year basis. Field facilities and the Central Office Human Resources Service will be notified annually of the due date of the report.

b. The following information will be reported:

(1) The number of employees who received student loan repayment benefits.

(2) The job title and occupational series of the recipients.

(3) The dollar amount of each student loan repayment.

(4) Description of whether the use of the student loan repayment program has improved recruitment and retention abilities.

(5) Explanation of how the facility has publicized use of the student loan repayment program (e.g., on vacancy announcements, through employee newsletter, etc).

(6) Additional information as specified in the annual notification.

**APPENDIX J. ANNUAL REPORT ON RECRUITMENT, RELOCATION, AND
RETENTION INCENTIVES**

1. PURPOSE. This appendix provides reporting requirements for the Office of Personnel Management (OPM) Annual Report on the use of recruitment, relocation, and retention incentives (see VA Handbook 5007, Part VI, Chapters 2 and 3).

2. PREPARING OFFICES. The report will be prepared by the Human Resources Management office at each field facility and by the Central Office Human Resources Service.

3. REPORTING REQUIREMENTS

a. The report will be completed on a calendar year basis. Field facilities and the Central Office Human Resources Service will be notified annually of the due date for the report.

b. The following information will be reported:

(1) A description of how the authority to pay each incentive was used.

(2) The number and dollar amount of each incentive paid to individuals by occupational series and grade.

(3) Additional information as specified in the annual notification.]